## Business Tax Return Checklist (企业报税清单)

Business Name (企业名称 ):	ABN:
Financial Year ( <b>财政年</b> 度 )	

INCOME	Amount (金额 )	GST
Trading Income (销售收入 )		
Interest Income (利息收入)		

PURCHASE	Amount (金额 )	GST
Opening Stock (财年初库存 )		
Purchase (原材料支出 )		
Closing Stock (财年底库存)		

Accommodation (用于企业住宿费用) Accounting Fees (会计费用) Advertising & Promotion (广告支出) Bank Charges (银行管理月费) Bank Charges - Merchant (银行EFPOTS管理月费) Bank Interest (银行利息) Cleaning (清洁费用) Computer Expenses (电脑维护费用) Commission (中介费用) Contractors (雇佣合同工费用) Council Rates (市政费用) Equipment Expenses (固定资产投入费用) Gas & Electricity (电费及煤气费) Water (水费) Donation (捐赠费用) Insurance (保险费用) Internet (上网费) Legal Fees (律师费用) Mobile (手机运费) Telephone (固定电运费) MV - Fuel (汽车加油费用) MV - Other (汽车其他维护费用) Lease Fees (设备租赁费用) Office Supplies (办公用品支出) Printing & Stationery (打印费用) Wages (员工工资) Staff Amenities (员工蒂利支出) Superannuation (员工养老金费用) Software Expenses (电脑软件费用) R & M (企业各项维修杂费) Registration (注册费用) Registration (注册费用) Registration (注册费用) Registration (注册费用) Registration (注册费用) Registration (注册费用) Travel (企业相关的旅行支出) Business Setup Fees (企业成立费用)	EXPENSES (其他支出 )	Amount (金额 )	GST
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MV - Other (汽车其他维护费用) Lease Fees (设备租赁费用) Office Supplies (办公用品支出) Printing & Stationery (打印费用) Wages (员工工资) Staff Amenities (员工福利支出) Superannuation (员工养老金费用) Software Expenses (电脑软件费用) Tool (工具支出) Postage & Delivery (邮寄及运输费用) R & M (企业各项维修杂费) Rent (办公场所租金) Registration (注册费用) Travel (企业相关的旅行支出) Business Setup Fees (企业成立费用) Web Expenses (网站及维护费用)	Telephone (固定电话费)		
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Printing & Stationery (打印费用) Wages (员工工资) Staff Amenities (员工福利支出) Superannuation (员工养老金费用) Software Expenses (电脑软件费用) Tool (工具支出) Postage & Delivery (邮寄及运输费用) R & M (企业各项维修杂费) Rent (办公场所租金) Registration (注册费用) Travel (企业相关的旅行支出) Business Setup Fees (企业成立费用) Web Expenses (网站及维护费用)	Lease Fees (设备租赁费用)		
Wages (员工工资) Staff Amenities (员工福利支出) Superannuation (员工养老金费用) Software Expenses (电脑软件费用) Tool (工具支出) Postage & Delivery (邮寄及运输费用) R & M (企业各项维修杂费) Rent (办公场所租金) Registration (注册费用) Travel (企业相关的旅行支出) Business Setup Fees (企业成立费用) Web Expenses (网站及维护费用)	Office Supplies ( 办公用品支出 )		
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Superannuation (员工养老金费用) Software Expenses (电脑软件费用) Tool (工具支出) Postage & Delivery (邮寄及运输费用) R & M (企业各项维修杂费) Rent (办公场所租金) Registration (注册费用) Travel (企业相关的旅行支出) Business Setup Fees (企业成立费用) Web Expenses (网站及维护费用)	Wages ( 员工工资 )		
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Business Setup Fees (企业成立费用 ) Web Expenses (网站及维护费用 )			
Web Expenses (网站及维护费用)			
Other Expenses (其他企业相关支出 )	Web Expenses (网站及维护费用 )		
	Other Expenses (其他企业相关支出 )		

Declaration: (声明签字)

I declare that the information given on this form is true and correct, and that I am authorised to make this declaration. I understand that the receipts need to be kept for 7 years to meet ATO's substantiation requirement.

Print Name:	Signature: